

REGULATION

Appointing Authority Letter Reference:	Effective Date: August 20, 2000	Index Reference: Establishment, Reclassification	Regulation Number: 4.03
Issuing Bureau: Human Resource Services	Rule Reference: 1-3, 4-1.1, 4-1.2, 4-1.3, 4-1.4a, and 4-2.1b		Replaces: Reg 4.20 dated March 21, 1999, Reg 4.21 dated March 21, 1999, and Reg 4.22 dated November 30, 1999
Subject: ESTABLISHING AND RECLASSIFYING POSITIONS IN THE STATE TRANSITIONAL CLASSIFICATIONS			

AUTHORITY

The Michigan Constitution of 1963, Article 11, Section 5, states in part:

The commission shall classify all positions in the classified service according to their respective duties and responsibilities . . . make rules and regulations covering all personnel transactions, and regulate all conditions of employment in the classified service.

1. PURPOSE

The purpose of this regulation is to provide the standards and procedures for establishing and reclassifying positions in the State Transitional Business and Administrative Technician, State Transitional Professional, and State Transitional Manager classifications. Upon successful completion of the transition period, the employee will be reclassified to the proper classification.

2. CIVIL SERVICE COMMISSION RULE REFERENCE

Civil Service Commission Rules state:

- A. 1.3 Regulations.**—*The state personnel director is authorized to issue regulations that the director deems to be necessary or useful. A regulation issued by the state personnel director shall be binding on the department of civil service unless the commission finds that the regulation violates a rule. The state personnel director shall make all regulations available to employees through their personnel offices and the internet.*

- B. 4-1.1 Requirement** --- All positions must be established in the classified service unless specifically exempted or excepted by article 11, section 5, of the constitution, or these rules.
- C. 4-1.2 Classification**--- A position established in the classified service must be reviewed to classify the position properly.
- D. 4-1.3 Authority to Establish** --- The appointing authority may establish a position for reasons of administrative efficiency. An appointment cannot be made to a position until it has been established and classified.
- E. 4-1.4 Classification Plan.** — The commission shall authorize an official classification plan for all positions in the classified service. The department of civil service shall administer the official classification plan.
- (a) Classification.** — Every position established must be classified in accordance with the official classification plan.
- F. 4-1.5 Position Classification Review** --- The department of civil service shall provide for both a periodic and ongoing review of positions in the classified service to ensure positions continue to be properly classified.
- (b) Frequency of review.** The classification of an occupied position may be reviewed once in any 12-month period, unless otherwise approved by the state personnel director. When a significant, substantial, or material change has occurred in the duties and responsibilities, the department of civil service may require the appointing authority to establish a new position that is properly classified. The classification of a position or appointment of an employee to a position constitutes a position review for the purposes of this rule.

3. STANDARDS

A. STATE TRANSITIONAL BUSINESS AND ADMINISTRATIVE TECHNICIAN

1. The State Transitional Business and Administrative Technician classification facilitates career movement of administrative or other office support employees into business-related technician classifications. State Transitional Business and Administrative Technicians typically enter the class with prior administrative support or other related office support experience.
 - a. State Transitional Business Technician positions may be established when the appointment of an employee to a business-related technician position would result in reduction of compensation because the

prospective employee does not meet the experience requirement for the E9 or advanced-level technician.

- b. The appointing authority must submit a Position Action Request (CS-129) to Civil Service to establish a State Transitional Business and Administrative Technician classification. The Department of Civil Service will designate the classification and classification level on the CS-129 to which the position will be reclassified upon completion of the transitional period.
- c. If the State Transitional Business and Administrative Technician classification is used to facilitate the movement of an employee to a position that will ultimately be classified at the advanced level, position-specific or universal advanced classification standards must be approved at the time of the employee's appointment.
- d. The employee may be reclassified to the new technician classification upon successful completion of the experience requirements for the class. These reclassification actions require Civil Service's review and approval of the proposed reclassification and the appointing authority's certification that the employee is satisfactorily performing at the requested level.
- e. Appointing authorities may request reclassification of a State Transitional Business and Administrative Technician employee at the end of six months if the employee entered the classification from a directly-related position classified at or above the Equitable Classification Plan (ECP) Group One 9 level.
- f. For information regarding salary upon appointment of the employee into the state transitional class, please reference Compensation Procedure 1, Standard XII, *Salary Upon Appointment as a Departmental Trainee*.
- g. The effective date assigned to an approved reclassification will be in accordance with Civil Service Regulation 4.04, *Effective Dates for Classification Actions*.
- h. In the event of a reduction in force, please reference Civil Service Regulation 2.01, *Implementing a Reduction in Force for Nonexclusively Represented Employees (NEREs)*.

B. STATE TRANSITIONAL PROFESSIONAL

1. The State Transitional Professional classification is designed to facilitate career movement for classified State of Michigan employees who possess a

bachelor's degree or higher, employees who are classified in a professional classification, or who are classified in, or eligible for classification, in the Senior Executive Management Assistant Service (SEMAS) 11-15 levels, and wish to make a change to a new professional career.

- a. The appointing authority must submit a Position Action Request (CS-129) to Civil Service to establish a State Transitional Professional classification. The Department of Civil Service will designate the proper classification and classification level on the CS-129 to which the position will be reclassified upon completion of the transitional period.
- b. An employee entering the State Transitional Professional class from a SEMA 11 level, Equitable Classification Plan (ECP) Group Two P11 level, or equivalent, may be reclassified to the P11 level of the new professional classification upon successful completion of one year of experience.
- c. An employee entering the State Transitional Professional class from a professional classification in the ECP Groups Two and Three at the advanced level, or equivalent, may be reclassified to the advanced level of the new professional classification upon successful completion of 18 months of experience.
- d. An employee entering the State Transitional Professional class from a SEMA 13 level may be reclassified to the 13 level specialist of the position's new professional classification upon successful completion of two years of experience.
- e. An employee entering the State Transitional Professional from a professional classification in the ECP Groups Two or Three at the 13, 14, 15 level, or equivalent, may be reclassified to the equivalent level specialist of the position's new professional classification upon successful completion of two years of experience.
- f. An employee entering the State Transitional Professional from a SEMA 15 level may be reclassified to the 15 level specialist of the position's new professional classification upon successful completion of two years of experience.
- g. If the employee's appointment is to a classification requiring a bachelor's degree and the employee possesses a directly related master's degree, doctorate degree, or a recognized occupational license which is not a minimum requirement for the classification, an additional six months of

experience may be credited, provided that such credit was not previously used to reclassify the employee.

- h.** These reclassification actions require Civil Service's review and approval of the proposed reclassification and the appointing authority's certification that the employee is satisfactorily performing at the requested level. The effective date assigned to an approved reclassification will be in accordance with Civil Service Regulation 4.04, *Effective Dates for Classification Actions*.

C. STATE TRANSITIONAL PROFESSIONAL MANAGER

- 1.** The State Transitional Manager classification facilitates career movement of employees from one professional managerial classification to another professional managerial classification as long as the employee meets the minimum education requirements for the new classification.

 - a.** The appointing authority must submit a Position Action Request (CS-129) to Civil Service to establish a State Transitional Manager classification. The Department of Civil Service will designate the proper classification and classification level on the CS-129 to which the position will be reclassified upon completion of the transitional period.
 - b.** The appointing authority shall submit a Request for Qualification Review (CS-153) and a Classified Civil Service Application (CS-102) form to the Department of Civil Service, with documentation of the tentatively selected employee's credentials. The classification for the position into which a transfer must be designated as State Transitional Manager with the appropriate classification of the position identified.
 - c.** The Department of Civil Service will review the tentatively selected employee's credentials and approve the appointment as a lateral transfer, if the employee has status at the transfer level and meets the educational requirement for the new classification.
 - d.** During the transitional period, the employee shall retain the pay level of the position from which the transfer is approved. However, if the maximum pay rate of the employee's class before entering the transitional class is greater than the maximum pay rate of the class to which the employee will ultimately be placed, the employee's pay rate will not exceed the maximum rate for the new class.

August 20, 2000	Regulation 4.03: <i>Establishing and Reallocating Positions in the State Transitional Classifications.</i>	Page 6 of 7
-----------------	---	-------------

- e. When the employee has successfully completed the one-year probationary period in the State Transitional Manager classification, the appointing authority will submit a Position Action Request to Civil Service to reclassify the position to the appropriate classification. These reclassification actions require Civil Service's review and approval of the proposed reclassification and the appointing authority's certification that the employee is satisfactorily performing at the requested level.
- f. The effective date assigned to the establishment and reclassification requests will be in accordance with Civil Service Regulation 4.04, *Effective Dates for Classification Actions*.
- g. In the event of a reduction in force, please reference Civil Service Regulation 2.01, *Implementing a Reduction in Force for Nonexclusively Represented Employees (NEREs)*.

4. PROCEDURES

A. ESTABLISHMENT OF A STATE TRANSITIONAL POSITION

Responsibility

Appointing Authority

Department of Civil Service

Appointing Authority

Action

1. Submits a Position Action Request (CS-129) form, a Position Description (CS-214) form, and any other information necessary to establish the appropriate State Transitional classification or reclassify a vacant position to the appropriate State Transitional classification.
2. Reviews the position action request.
3. Enters the necessary information in the Human Resources Management Network (HRMN) if action is approved.
4. Releases the CS-129 to the appointing authority.
5. Receives the CS-129 and verifies information in the HRMN.

B. RECLASSIFICATION OF THE STAFFED STATE TRANSITIONAL POSITION**Responsibility**

Appointing Authority

Department of Civil Service

Appointing Authority

Action

1. After the employee has served the required period in the appropriate State Transitional classification, submits a CS-129 and a Position Description, and any other documentation to reclassify the position to the proper classification.
2. Certifies on the CS-129 that the conditions outlined in the Standards are met.
3. Reviews the request and documents decision. Assigns an effective date and determines appropriate classification.
4. Enters the necessary information in the HRMN.
5. Releases the approval action to the appointing authority. If classification action is disapproved informs employee of the appeal rights.
6. Receives the CS-129 and verifies information in the HRMN.

CONTACT

Questions regarding this regulation should be directed to the Department of Civil Service, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909, (517) 373-3048 or 1-800-788-1766, or MDCS-MDCS@state.mi.us.

NOTE: Regulations are issued by the State Personnel Director under authority granted in the State of Michigan *Constitution* and the *Michigan Civil Service Commission Rules*. Regulations that implement Commission Rules are subordinate to those Rules.